

## **Inbound Personal Property Shipments**

If you have household goods or baggage shipments coming in, please contact our inbound section at 831.242.5096 or email at [msgto@monterey.army.mil](mailto:msgto@monterey.army.mil). It is important that you provide us with contact information (delivery address, home, cell and duty telephone numbers, unit of assignment, current mailing address, and email address). Upon arrival of your personal property, we will make every effort to contact you before we place your property in temporary storage.

If your property is placed in temporary storage, your entitlement will expire after 90 days. You may apply for an additional 90 days temporary storage by submitting your extension request prior to the current expiration date. The request must be approved by the Transportation Office storing your personal property. If you do not follow these procedures, your property will be converted to commercial storage at your expense. Call 831.242.5096 for additional information.

To schedule your property for delivery, contact the Transportation Office (Building 220, 831.242.5096). Provide a delivery address and desired delivery date(s) (weekday/non-holiday). If you will be living in government quarters, you must be in possession of the keys prior to the property being delivered. (You cannot schedule delivery for the same day as you sign for quarters.)

If you have property located at your Home of Record (HOR) or Non-temporary storage (NTS) located at a prior PDS and would like to have it shipped to Presidio of Monterey, bring copies of your orders (including MEPS orders if applicable) to the Transportation Office, Building 517, Private Bolio Road and

Lawton Street. Our Transportation personnel will advise you of options available to get your property here.

If you had property sent to you by US Mail, UPS, or other small package companies, you may be authorized reimbursement for the shipping costs. Take the original receipt(s) and 5 copies of PCS orders assigning you to POM (including MEPS orders if applicable) to Building 220, Monday - Friday, 0745-1145/1245-1645 or call 831.242.6456 for information. The Defense Military Pay Office processes payment, on average, in 4-6 weeks.

If you moved your household goods at your own expense (without prior approval of the origin Transportation Office) and wish to file a claim for reimbursement follow the procedures above.